



Stevens Memorial Library  
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**ATTENDEES:** Chairman Ed Vitone, Vice Chairman Margaret Donovan, Treasurer Paula St. Laurent Kuehl, Secretary Maggie Whitney, Paula Dowd, Candace Wright and Library Director Emily Donnelly.

**GUESTS:** None

**PRESS:** Peter Jasinski from the *Sentinel & Enterprise*

**CALL TO ORDER:**

The meeting was called to order by Chairman Ed Vitone at 9:01 a.m.

**APPROVAL OF AGENDA:**

Ed Vitone asked to have the Family Medical Leave Act (FMLA) be the 1<sup>st</sup> item on the agenda and have the Evaluation Committee the last item.

*A motion was made by Paula St. Laurent Kuehl and seconded by Candace Wright to accept the agenda as amended and the vote was unanimous.*

**FAMILY MEDICAL LEAVE ACT (FMLA):**

Ed Vitone gave the Trustees and an overview as follows:

- Ed said that has been a lot of confusion on the FMLA and what the employers and employees requirements under the statute are.
- Ed spoke to a few experts in compliance with FMLA, then spoke to Library Director Emily Donnelly and then did more research which he shared with the Library Trustees.
- Ed said that the Library Director Emily Donnelly does not qualify for FMLA because she has worked for the town for less than 12 months and Emily agreed.
- Library Director Emily Director asked for 12 weeks of maternity leave which the Library Trustees granted independent of the FMLA.
- The Town By-law gives eight (8) weeks of paid leave, covered in part by the town and in part by the Town's Short Term Disability Policy. The extra four (4) weeks of pay is covered by Emily through a combination of vacation, sick, or personal time, and/or can be unpaid. *(Twelve weeks total as follows: Town 100% for two weeks; for six weeks the Towns pays 40% and Short Term Disability pays 60%; the remaining four weeks is at the discretion of the Director). **After the meeting, Director Emily Donnelly gave a more in-depth description: The Town offers 6 weeks disability (the first isn't paid; the next 5 weeks are at 60%) plus 4 weeks maternity (paid at 100%).***
- If a person did qualify under the FMLA during the period of maternity leave, the employee is entitled to spend zero time on job matters including keeping abreast of what is going on at the library.
- The employee may, at his or her sole discretion, choose to stay as involved as he or she wishes without doing so because the employee believes that the employer expects it.

- Upon return to work, the employee is expected to resume duties immediately.
- To facilitate resumption of duties, the trustees previously said that the interim director will have one (1) week of overlap with director upon return.
- Also to facilitate resumption of duties, it was recommended that the interim prepare periodic updates of the status of the library and make the updates available to the director.
- The director can review those updates whenever she chooses but they should be reviewed no later than upon her return.
- Ed Vitone asked if the Library Trustees wanted to honor the spirit of the FMLA and not insist that Library Director Emily perform any work during her leave; allow her to do work voluntarily at her sole discretion, but return to work and be fully up to speed in the first week.

Candace Wright asked Library Director Emily Donnelly how she feels about the information. Library Director Emily Donnelly stated that it makes sense. She mentioned that she told Ed Vitone that she was not covered by the FMLA. She said that she would check and keep abreast while on Maternity leave. It was agreed by the Library Trustees that no vote was needed.

#### **ASSISTANT LIBRARIAN:**

##### **Review Director's recommended candidate**

##### **Library Director Emily Donnelly gave the following synopsis on her selection process:**

- After the job descriptions and posting was approved by the Trustees Board, they were posted at the Town Hall; Town website; *The Gardner News* for two days; the University of Rhode Island job line site and the MA Board of Library Commissioners job site
- The posting closed on June 10, 2015.
- There were 42 applications which she divided them into three categories: no library experience; with library experience and those with a Masters in Library Science (MLS). There were six who had a MLS.
- Of the 42 candidates, she selected six for interviews. Of those applicants, one had a MLS; two had been accepted to library school to earn a MLS and the other three had library experience.
- Interviews were conducted the week of June 15, 2015 and the results were given to the Library Trustees before the meeting.

##### **Library Director Emily Donnelly conclusions were presented to the Library Trustees:**

- Fortunate to have an exceptional group of candidates.
- She created a numerical scorecard which helped to elucidate the differences among the candidates.
- The three top candidates were quantitatively very close.
- The third candidate had somewhat limited range and very focused on children; has held her current position for nine months. Library Director Emily Donnelly was comfortable removing her from the final deliberations and focuses on the top two candidates who were ranked almost identically.
- Library Director Emily stated that she was confident that either of the top two candidates would make significant positive contributions to the Stevens Memorial Library.

- Library Director Emily Donnelly recommended Margaret French to fill the Library Assistant position. She noted that although she does not have the same type of experience as Christiann Gibeau, Margaret French's personality won her over. She is clearly intelligent, well-read and personable. She demonstrates an eagerness for the position. Margaret French was the only candidate who did research on the Stevens Memorial Library before her interview. Margaret French also had prepared questions that seemed too focused on what she could bring to the library than what the library could do for her. Library Director Emily Donnelly noted that Margaret French was not simply interested in a full-time library position but someone who really wanted to work at Stevens Memorial Library.
- Library Director Emily Donnelly finally noted that Margaret French tipped the scales with her enthusiasm and potential. She added that the library continues to be in a time of transition and what the library needs now, more than experience, is flexibility and a fantastic attitude.

#### **INPUT FROM TRUSTEE BOARD ON CANDIDATES:**

Ed Vitone noted that it is clearly Library Director Emily Donnelly's decision to hire the Library Assistant but per the Town Charter, the Trustees must approve the selection.

Margaret Donovan noted that candidates Margaret French and Jonathan Golden were similar. Library Director Emily Donnelly informed the Library Trustees that Jonathan was more academically focused; information science; reference work; background work and would thrive in an academic library.

Margaret Donovan stated that Christianne Gibeau had a lot of things the library could use and help ease the workload. She has involvement with the Friends Group. Library Director Emily Donnelly responded that Christianne Gibeau has executive quality which might, make her hard to manage.

Paula St. Laurent Kuehl asked about Tiffany Call. Library Director Emily Donnelly noted that she would need front line experience. Her focus has been in youth services and possibly area position in that field would be better for her.

Paula Dowd then asked about Margaret French. Library Director Emily Donnelly noted that she has volunteered in a public library and needs a slight learning curve. Paula Dowd stated that she had no other questions and it is the Director's call.

Maggie Whitney complimented Library Director Emily Donnelly for the excellent candidate presentation and scorecard and her written documentation is high quality. After reviewing the resumes, the person that stood out to her the most was the one Library Director Emily Donnelly rated the highest Christiann Gibeau at 24.5 and Margaret French was rated at 23.5.

Ed Vitone stated that candidate Christianne Gibeau tipped the scales for him with her Friends experience. There are three Friends leaders that want to step down and she could help us manage this because this is one of our big needs. Library Director Emily Donnelly stated that

Christianne Gibeau has a similar Friends Board as ours and they meet monthly. She did hesitate to work every Saturday but since Emily was looking at having every employee work every other Saturday this presented no problem with Christianne.

***A raise of hands vote was taken by the Trustee Board with two (Paula Dowd & Paula St. Laurent Kuehl) supporting Library Director Emily Donnelly's recommendation of Margaret French. Four Trustees (Candace Wright, Ed Vitone, Margaret Donovan and Maggie Whitney) did not support the Director's recommendation.***

Paula Dowd stated that she was confused and to please explain. Ed Vitone explained that although it was Library Director Emily Donnelly's decision, the Town Charter requires the Library Trustees to vote and accept her recommendation.

Library Director Emily Donnelly noted that it helps her to have the Trustee Board support. Then if it is the wrong decision, everyone was involved in the recommendation.

Ed Vitone did note that Christianne Gibeau had 15 years of experience and Margaret French had none because she is a recent college graduate.

Paula St. Laurent Kuehl asked if this would be manageable and Library Director Emily Donnelly explained that she is comfortable with either candidate.

Margaret Donovan asked how long Tiffany Call has been at the Ashby Library; what about her involvement in programs and volunteer hours. Library Director Emily Donnelly stated Tiffany Call has not been at the Ashby Library for a very long time; her programs involvement is with the middle school and she did not mention volunteering.

Paula Dowd stressed that each staff member should know each other's job.

Library Director Emily Donnelly informed the Trustees that both final candidates took initiative in their positions.

Margaret Donovan was concerned that the wage that will be paid to the candidate selected is not a high wage for their experience.

Ed Vitone noted that there are two good people selected as finalists.

Paula St. Laurent Kuehl wanted to be sure that the candidate would mesh with the employees and Library Director Emily Donnelly noted that there would be no problem.

***A second raise of hands vote was taken and it was unanimous by the Trustee Board to support Library Director Emily Donnelly's recommendation of Margaret French.***

Ed Vitone thanked everyone for a great job. Margaret Donovan thanked Director Emily Donnelly for the more in-depth explanation on the candidates. Director Emily Donnelly stated

that she will contact Margaret French. If by chance that she declines, the Library Trustees will support the second candidate Christianne Gibeau and there was a unanimous raise of hands.

### **INTERIM LIBRARY DIRECTOR**

After a brief discussion on the Interim Library selection, a vote was taken.

*A vote was taken to hire Catherine Callegari with two against (Candace Wright and Paula St. Laurent Kuehl) with four in favor (Paula Dowd; Margaret Donovan; Ed Vitone and Margaret Donovan). The offer will be made to Catherine Callegari.*

Ed Vitone asked if Library Director Emily Donnelly would contact Catherine Callegari because he had another commitment this morning and she agreed.

### **STRATEGIC PLAN:**

The Library Trustees were sent the updated “Strategic Plan” before the meeting for their review. There were no additional changes.

*A motion was made by Candace Wright and seconded by Paula St. Laurent Kuehl to accept the updated “Strategic Plan” and the vote was unanimous.*

### **EVALUATION COMMITTEE:**

At the last meeting, Emily announced that she asked Margaret to cease volunteering at Library. The next day, Emily called Ed Vitone and they agreed to meet. Both decided that while Margaret volunteerism was essential to keep the library functioning, once the library staff is increase in July, Margaret’s services would no longer be needed. Both Emily and Ed Vitone agreed that severing Margaret’s role with the library was unnecessarily abrupt.

Since Margaret sits on the Evaluation Committee, it was important that Margaret’s role in the committee remain fair and objective. Ed Vitone then asked Margaret as a member of the Evaluation Committee, can she participate in a fair and objective manner. Margaret responded “Yes,” and then read a prepared statement which is as follows:

*“Normal practice in business, government and industry for a person’s performance appraisal is done by someone that works with them on a frequent if not daily basis. My volunteering at the library should give even greater credence to my appraisal of Emily.”*

Ed Vitone asked if anyone on the Trustees Board felt that Margaret Donovan should not be on the Evaluation Committee and no one objected. Emily said that she had no concern with Margaret role on the evaluation committee.

*A motion was made by Candace Wright and seconded by Ed Vitone to reaffirm Margaret Donovan on the Evaluation Committee and the vote was unanimous.*

Library Director Emily Donnelly handed out to each Trustee the “Summary of the Conflict of Interest Law” that is due for completion this year. Town Clerk Linda Ramsdell has asked that this document be completed and return the signed acknowledge receipt to her by Wednesday, July 1, 2015 by either email or drop off at the Town Hall.

***ADJOURNMENT***

***At 10:12 a.m. a motion was made by Maggie Whitney and seconded by Margaret Donovan to adjourn the meeting and the vote was unanimous.***

Respectively Submitted,

*Maggie Whitney (Electronic Signature)*

Library Trustees Secretary